

# CIRCULAR.

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## MEDICAL DIRECTOR'S OFFICE,

DISTRICT WEST TENNESSEE,

*Jackson, Tenn., Oct. 7th, 1862.*

I.....In accordance with instructions from the office of the Assistant Surgeon General, the attention of Medical Officers in this District, is called to the subject of Reports. Hereafter no neglect or delay will be tolerated, but the offending officer will be dealt with in a summary manner.

1.....Medical Officers in charge of Regiments or Hospitals will transmit to this office on the first day of every month, a Report of sick and wounded for the previous month. (Form No. 15, Medical Reporter.)

2.....They will report to this office their own name, Regiment, Hospital and station, and the Medical Officers under them, whether Commissioned or under contract, on the last day of every month. (See Form No. 17 and Note, Medical Reporter.)

3.....A Quarterly Report of sick and wounded for the Surgeon General will be forwarded through this office, within five days after the end of each quarter.

4.....Medical Officers in charge of General Hospitals, will make out every Friday, two weekly Reports, (according to printed form) one to be sent to the Assistant Surgeon General, St. Louis, and the other to this office.

5.....They will also forward to this office, every month, a statement of the Hospital Fund. (Form No. 19, Medical Reporter.)

6.....In the case of an Army Corps, Division or Brigade, all Reports should be forwarded through the senior Medical Officer, or Surgeon of Volunteers, on duty at Head Quarters; and that officer will also send a consolidated monthly Report to this office, of all Medical Officers, including private Physicians in his Corps, Division or Brigade. But when considerable delay would arise from this course, Reports may be forwarded direct to this office.

II.....Immediately after a battle or affair with the enemy, the senior Surgeon for the time being, will transmit to this office, a condensed report of the killed and wounded, from the reports of the Surgeons of Regiments.

III.....Until regular communication is established between Memphis and these Head Quarters, Medical Officers on duty at the former place, will forward, through the senior Surgeon, reports direct to the Assistant Surgeon General, St. Louis.

HORACE R. WIRTZ,

*Surgeon U. S. A., Medical Director.*

